

TOWN OF TRUMBULL  
CIVIL SERVICE BOARD  
ANNOUNCES AN EXAMINATION FOR  
CIRCULATION/TECHNICAL SERVICES ASSISTANT

SALARY:           \$22.17

HOURS:           35

Applications must be postmarked or on file with the Civil Service Board, Town Hall, Trumbull, Connecticut, 06611 on or before Friday, June 27, 2014.

GENERAL INFORMATION ON THIS EXAMINATION

**PARTS**

**WEIGHTS**

Written	90%
Experience & Training	<u>10 points</u>
	100%

**\*\*\*Following the written examination, the top percentage of eligible candidates must pass a practical test to demonstrate proficiency in Microsoft Word.**

Each candidate must have had the required experience and training to be eligible for this examination. Before final certification, each applicant must successfully pass a physical examination attesting to physical ability to perform the duties involved. Each candidate must attain the passing grade of 60 or above in order to be eligible for continued competition. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document. All applicants are investigated for police records, and motor vehicle if driving is necessary for the position.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

APPLICATIONS: Applications may be obtained online at [www.trumbull-ct.gov](http://www.trumbull-ct.gov) or from the Civil Service Office, Town Hall, Trumbull, CT, Monday through Friday between the hours of 9 am and 5 pm.

RETURN APPLICATIONS TO THE CIVIL SERVICE OFFICE, TRUMBULL TOWN HALL, 5866 MAIN STREET, TRUMBULL, CONNECTICUT 06611 on or before Friday, June 27, 2014.